

**ARMY ADSW VACANCY ANNOUNCEMENT  
HUMAN RESOURCE OFFICE  
4794 FARMAN ST., BLDG 442  
BOISE, IDAHO 83705-8112**

JFHQ-ID/J1HR

27 May 2010

SUBJECT: ADSW ANNOUNCEMENT NUMBER: **10-006**

1. Active Duty Special Work (ADSW) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

<b>TOUR DATES:</b>	<b>25 July 2010 – see page 3</b>
<b>POSITION TITLE:</b>	<b>Military Funeral Honors ADSW Assistant</b>
<b>MOS:</b>	<b>MOS Immaterial</b>
<b>DUTY LOCATION:</b>	<b>Idaho Falls/Blackfoot/Pocatello, ID (three positions)</b>
<b>AREA OF CONSIDERATION:</b>	<b>Current non-deploying IDARNG Members</b>
<b>GRADE POTENTIAL:</b>	<b>up to E5</b>
<b>GENDER LIMITATION:</b>	<b>None</b>
<b>ELIGIBILITY REQUIREMENTS:</b>	<b>Must reside within normal commuting distance IAW JFTR. No PCS authorized.</b>
<b>CLOSING DATE:</b>	<b>25 June 2010</b>

2. **EQUAL OPPORTUNITY:** The Idaho National Guard is an equal opportunity employer. Selection for positions will therefore be made on an equal opportunity basis, and not on non-merit factors.

3. The Idaho National Guard is a drug free workplace. Applicants must have negative drug screening results prior to selection.

4. **EMPLOYMENT:** Employment is temporary and is based on the availability of funds.

5. **ANNOUNCEMENT INSTRUCTIONS:** The following is a complete list of documents required to accompany your application. Read carefully; provide all necessary documentation to support qualifications for this position. Perishable documentation should not be more than 30 days old as of the closing date of this announcement, (ie PQRB, RPAM, MEDPROS).

a. Applications will not be accepted in binders or document protectors.

b. ADSW Application Checklist on top of the application (refer to page 4). Documents must be organized in this manner.

c. Complete ARNG 1058-R (Jul 93).

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d. MEDPROS Individual Medical Readiness Record displaying evidence of: current Chapter 3 physical examination with-in last 5 years or PHA within one year and HIV testing with-in last 2 years. Medical Documentation other than MEDPROS Individual Medical Readiness Record will not be accepted. MEDPROS IMR Record can be obtained by accessing your AKO / My Medical / My Medical readiness / View Detailed Information / IMR record.

e. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last 3 Record tests, most current test not older than 12 months. A statement explanation of the absence of record test will be accepted. (Include DA 3349 if precluded from standard 3 event test.)

f. Non-Commissioned Officer applicants must provide previous 5 DA 2166-7/8 (Non Commissioned Officer Evaluation Report), E4 and below a recommendation from your unit commander.

g. Negative Pregnancy test results, if applicable.

h. Certified Height/Weight or DA 5500R not older than 30 days from the close date of this announcement.

i. Current Personnel Qualification Report Part B (PQRB).

j. Retirement Point Accounting Management (RPAM).

k. Counseling Form DA 4856 located on:  
[http://inghro.state.id.us/Manpower\\_Branch/AGR\\_Section/AGR\\_Army/FTNGD\\_Checklist08.pdf](http://inghro.state.id.us/Manpower_Branch/AGR_Section/AGR_Army/FTNGD_Checklist08.pdf)

l. Resume and letters of recommendation.

6. If selected, the hiring program manager will complete the SF 52. **Disregard for application.**

7. Incomplete applicant packets will be returned to the soldier without action. Application packets must arrive at: **JFHQ-ID/J1HR, ATTN: SSG Christopher Young, 4794 Farman St., Bldg 442, Boise, ID 83705-8112, not later than 1630 hours on the closing date specified in this announcement.** Mailing of applications packets using military postage is prohibited.

8. POC for further information is SSG Christopher Young at DSN 422-4214/COM 208-272-4214 or [chris.l.young@us.army.mil](mailto:chris.l.young@us.army.mil)

//signed//  
ARLIN J DE GROOT  
MSG, IDARNG  
AGR MANAGER

## **Military Funeral Honors ADSW Assistant**

### Length of ADSW Tour:

-- Three months with a possible one year extension (pending budget and individual performance).

### Requirements:

-- Recommend a cumulative APFT score of 225, with a minimum score of 75 per event.

-- Must meet Height/Weight requirements and have a trim professional military appearance in uniform.

-- Must be able to stand at the position of attention for long periods of time in any type of weather as well as be able to carry a casket with a team of 6 soldiers.

-- Appearance in uniform is an important part of this position. As such, soldiers will be required to interview in their Class A uniform.

### Duties:

-- The purpose of this position is to perform military funeral honors for deceased service members, perform ceremonial duties for public events, and assist the south-east Area Coordinator with the management of the Honor Guard Program.

-- Coordinates military funeral honors for fallen soldiers and veterans. Processes funeral honors requests. Assigns teams, coordinates with funeral homes and Veteran Honor Guard teams, plans, and conducts military funeral honors. Accurately submits funeral honors reports to the Administrative Technician for reporting and pay purposes.

-- Conducts routine maintenance on all Honor Guard equipment.

## Full-time National Guard Duty (FTNGD) CHECKLIST

<b>NAME:</b>				<b>SSN:</b>			
<b>UNIT Name:</b>				<b>UIC:</b>			
<b>UNIT POC:</b>			<b>POC PHONE</b>		<b>POC EMAIL:</b>		
<b>INCLUSIVE DATES OF ORDERS</b>	<b>START DATE</b>		<b>END DATE</b>		<b>Number of Days</b>		

  

	REQUIREMENT	YES	NO	DATE
<b>1. FTNGD CHECKLIST - (This checklist)</b>				
<b>2. SF 52 Completed In Accordance with Tab P FTNG - ADSW</b>				
<b>3. DA Form 1058-R (Jul 93), APPLICATION FOR ADSW TOUR</b>				
SM Fills out; Blocks 02 – 24, Sign and Date BLK 22 & 24, BN S1 completes BLK 25-36d Unit Commander must sign & date BLK 35e.				
<b>A. AFCOS Orders Query attached to DA Form 1058-R ILO completing BLK 35 manually</b>				
No more than 1,095 cumulative days AS over the previous 4 yr period including requested period as stated on the RCMS calculator.				
<b>4. MEDPROS IMR Record</b>				
(Obtained from Unit Readiness NCO)				
(Ensure MED DET updates your MEDPROS)				
All info MUST be updated, if not UNIT needs to get info to Med Det to update.				
DA form 3349 required for soldiers w/ permanent profiles				
<b>A. Chapter 2 or 3 physical on MEDPROS IMR</b>				
PHA within 12 months of start date or Physical not more than 12 months old.				
<b>B. Deployment Limitations No Temporary Profiles</b>				
<b>C. HIV results on MEDPROS print out (with in 2 yrs of start date)</b>				
<b>5. PREGNANCY TEST (HCG SCREEN WITH-IN 15-DAYS of START DATE) (IF APPLICABLE)</b>				
<b>6. DA FORM 5500 (IF APPLICABLE) OR Certified Height/Weight if With-in Screening Table Weight AR 600-9 Table 1</b>				
<b>7. PQR-B (CURRENT)</b>				
All information must be updated OR supporting Docs attached to packet				
<b>A. DA 705 - APFT Scorecard (PT Test must not be more than 12 mos old)</b>				
<b>B. MRD/ETS - (Must not be within 6 mos of tour end date)</b>				
<b>8. RPAM (RETIREMENT POINT ACCOUNTING STATEMENT)</b>				
Not more than 30 days old.				
<b>A. 1405 - Time Worksheet</b>				
Can not serve over 17 years of AS as a result of this duty				
<b>9. Counseling Form 4856</b>				
Part 1 Filled out by soldier. Part 2 must be signed and dated by soldier and supervisor.				
<b>10. UNIT COMMANDER'S RECOMMENDATION (Not older than 30 days)</b>				
Unit Commanders Recommendation formatted in accordance with IDARNG 600-8-105, Pg.14, Fig 2-3				